

**THE WOODLANDS TOWNSHIP  
BOARD OF DIRECTORS  
SPECIAL BOARD MEETING  
AUGUST 24, 2011  
MINUTES**

**THE STATE OF TEXAS     §**

**COUNTIES OF HARRIS & MONTGOMERY     §**

The Board of Directors of The Woodlands Township met in special session, open to the public, on August 24, 2011, posted to begin at 9:00 a.m. The meeting was held in a meeting room at the office of The Woodlands Township, Board Chambers, 10001 Woodloch Forest Drive, The Woodlands, Texas, within the boundaries of The Woodlands Township.

**DIRECTORS PRESENT:** Chairman Bruce Tough, Vice Chairman Lloyd Matthews, Secretary Claude Hunter, Treasurer Ed Robb, Director Nelda Blair and Director Tom Campbell

**DIRECTORS ABSENT:** Director Peggy Hausman

**STAFF/ADVISORS:** Don Norrell, President/General Manager, Monique Sharp, Assistant General Manager of Finance & Administration, Fire Chief Alan Benson, Susan Welbes, Director of Human Resources, Nick Wolda, Director of Community Relations/CVB President, Miles McKinney, Legislative Affairs & Transportation Manager, Karen Dempsey, Management Analyst, Mary Connell, Community Relations Manager, and Mike Page, Legal Counsel

**PLEDGE OF ALLEGIANCE:**

Director Campbell led the Pledge of Allegiance to the United States flag and Texas State flag.

**CALL TO ORDER:**

Chairman Tough called the meeting to order at 9:00 a.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouses of Montgomery and Harris Counties and inside the boundaries of The Woodlands Township at the office building located at 10001 Woodloch Forest Drive, The Woodlands, Texas. As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

**CONSIDER AND ACT UPON ADOPTION OF MEETING AGENDA:**

Chairman Tough called for a motion and second to adopt the meeting agenda.

Board of Directors  
Special Board Meeting  
August 24, 2011

**MOTION:** Motion by Treasurer Robb to adopt the agenda; second by Director Blair

**VOTE:**       **Ayes:** Chairman Tough  
                  Vice Chairman Matthews  
                  Secretary Hunter  
                  Treasurer Robb  
                  Director Blair  
                  Director Campbell

**Nays:** None

**Abstentions:** None

**Absent:** Director Hausman

**ACTION:** Motion passed unanimously (6-0).

**RECOGNIZE PUBLIC OFFICIALS:**

Chairman Tough recognized the following individual:

- George Van Horn-Vice President of Government Relations for Grogan's Mill Village Association; Law Enforcement Advisory Committee; former WCA Director

**The Public Officials Sign-In Sheet is attached hereto as Exhibit "A".**

**PUBLIC COMMENT:**

The following member of the public addressed the Board:

- Mike Littrell-update on the South Montgomery County Girls' Softball League

**The Public Comment Roster is attached hereto as Exhibit "B".**

**RECEIVE, CONSIDER AND ACT UPON ADOPTION OF THE WOODLANDS TOWNSHIP 2012 CONSOLIDATED BUDGET;**

Monique Sharp was called on to make a presentation. Ms. Sharp referred the Board to an Executive Summary and attached documents summarizing the 2012 Consolidated Budget for the Township. The Board was informed that in addition to taking action on the 2012 Consolidated Budget, action would also be taken on amending Board action that was previously taken on October 14, 2009 regarding employer retirement plan contributions.

Following Ms. Sharp's presentation, Director Blair inquired if action could be taken on the budget and tax rate under one motion. Mike Page, Legal Counsel for the Township, advised that action should be taken separately on these two items and that reversing the order of the items would be acceptable. Ms. Sharp commented that J.R. Moore, Montgomery County Tax Assessor-Collector recommended taking action on the budget first, but legal counsel advised that this was not a requirement. At this point, it was the Board's decision to go to the next item on the tax rate and then return to this item.

**RECEIVE, CONSIDER, ADOPT AND SET BY ORDER THE WOODLANDS TOWNSHIP 2011 AD VALOREM TAX RATE FOR MAINTENANCE AND OPERATIONS AND THE 2011 AD VALOREM TAX RATE FOR DEBT SERVICE;**

There was no formal presentation on this item. The following motion was then offered.

**MOTION:** Motion by Director Blair to approve Order No. 018-11 levying a 2011 ad valorem tax rate of \$0.3046 per \$100 of taxable value within the Township for general revenue purposes; and approve order

Board of Directors  
Special Board Meeting  
August 24, 2011



No. 018-11 levying a 2011 ad valorem tax rate of \$0.0204 per \$100 of taxable value within the Township for debt service purposes; second by Vice Chairman Matthews

Discussion followed. Mr. Hunter suggested that the following modifications be made to the budget:

- #1: Eliminate \$50,000 for improvements to the Grogan's Mill pedestrian bridge;**
- #2: Eliminate one mounted patrol at the Wal-Mart/Lowe's location; and**
- #3: Reduce the amount for sports fields by half**

The following motion was then offered.

**MOTION:** Motion by Director Campbell to amend the original tax rate motion by setting a tax rate of 31.9 cents per \$100 of taxable value; second by Secretary Hunter. Board discussion followed.

**Note:** Ms. Sharp commented that the proposed tax rate of 31.9 cents is a reduction of 6/10 of a penny in the tax rate which is equal to \$750,000 in revenue. Chairman Tough then called for a vote on the amended motion.

**VOTE:**

**Ayes:** Secretary Hunter  
Director Campbell

**Nays:** Chairman Tough  
Vice Chairman Matthews  
Treasurer Robb  
Director Blair

**Abstentions:** None

**Absent:** Director Hausman

**ACTION:** The amended motion was defeated (2-4).

Chairman Tough then called for a vote on Ms. Blair's original motion and second by Vice Chairman Matthews as restated below.

**MOTION:** Motion by Director Blair to approve Order No. 018-11 levying a 2011 ad valorem tax rate of \$0.3046 per \$100 of taxable value within the Township for general revenue purposes; and approve order No. 018-11 levying a 2011 ad valorem tax rate of \$0.0204 per \$100 of taxable value within the Township for debt service purposes; second by Vice Chairman Matthews

**VOTE:**

**Ayes:** Chairman Tough  
Vice Chairman Matthews  
Treasurer Robb  
Director Blair

**Nays:** Secretary Hunter  
Director Campbell

**Abstentions:** None

**Absent:** Director Hausman

**ACTION:** Motion passed (4-2).

The Executive Summary for the above item is attached hereto as Exhibit "C" and the Order Levying Taxes is attached hereto as Exhibit "D".

**Note:** The Board then returned to the following item:

**RECEIVE, CONSIDER AND ACT UPON ADOPTION OF THE WOODLANDS TOWNSHIP 2012 CONSOLIDATED BUDGET;**

Board of Directors  
Special Board Meeting  
August 24, 2011

**MOTION:** Motion by Director Blair to adopt the 2012 Consolidated Budget as presented; and amend the Board action taken on October 14, 2009 regarding employer retirement plan contributions to establish the maximum 9.3 percent ratio of employer contributions to total payroll expense based on a rolling three year average rather than annually; second by Treasurer Robb

Board discussion followed. Secretary Hunter requested that two separate motions be made. Mr. Page advised that because there was not a separate agenda item regarding the employer retirement plan contributions that both matters could be taken jointly.

Chairman Tough then asked Don Norrell to clarify information regarding the employer retirement plan contributions. Mr. Norrell stated that further Board discussion will need to occur during the early part of 2012 on whether to consider separate or joint percentage caps for the general employee group and firefighters. Following discussion, the Chair called for a vote on the motion.

**VOTE:**           **Ayes:** Chairman Tough  
                          Vice Chairman Matthews  
                          Treasurer Robb  
                          Director Blair  
                      **Nays:** Secretary Hunter  
                          Director Campbell  
                      **Abstentions:** None  
                      **Absent:** Director Hausman

**ACTION:** Motion passed (4-2).

Following the vote, Chairman Tough thanked the Board for all their work and attendance at meetings during the budget process. Monique Sharp was then asked to recognize members of her staff who worked on the budget. Ms. Sharp recognized the following staff: John Bruce, Financial Analyst, Kellan Shaw, Accounting Manager, Judy Faulkner, Sr. Administrative Assistant, and Matthew Kouns, Intern. Ms. Sharp also recognized the Executive Management Team for their assistance and guidance.

**The Executive Summary for the above item is attached hereto as Exhibit "E".**

**CONSIDERATION OF ITEMS TO BE PLACED ON THE AGENDA FOR NEXT MONTH'S MEETING:**

**BOARD ANNOUNCEMENTS:**

- Secretary Hunter thanked staff for preparing an excellent budget, especially in regards to public safety and fire protection.

**PUBLIC COMMENT; AND**

- An unidentified resident thanked Director Campbell and Secretary Hunter for their concern about the economy and residents.

**ADJOURNMENT:**

As there was no further business to discuss, Chairman Tough called for a motion and second to adjourn the meeting at 9:35 a.m.

**MOTION:** Motion by Secretary Hunter; second by Director Campbell

**VOTE:**           **Ayes:** Chairman Tough  
                          Vice Chairman Matthews

Board of Directors  
Special Board Meeting  
August 24, 2011

Secretary Hunter  
Treasurer Robb  
Director Blair  
Director Campbell

**Nays:** None

**Abstentions:** None

**Absent:** Director Hausman

**ACTION:** Motion passed unanimously (6-0).



A handwritten signature in blue ink, appearing to read "Claude Hunter", is written over a horizontal line.

Claude Hunter  
Secretary, Board of Directors

**EXHIBIT OMISSIONS\***

Board of Directors  
Special Board Meeting  
August 24, 2011

**EXHIBIT "A"**

**EXHIBIT "B"**

**EXHIBIT "C"**

**EXHIBIT "D"**

**EXHIBIT "E"**

**\*To view Exhibits, please contact the Records Management Analyst at 281-210-3800.**